
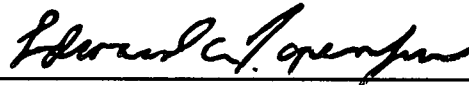


DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. C1144 <hr/> Page 1 of 1
Agency Wicomico County		Division/Unit Department of Corrections Home Detention
Item No.	Description	Retention
1	Home Detention Record Series A. Offender Contract B. Personal History Information Sheet C. Status Report D. Community Corrections Progress Sheet	Retain for 3 years, then destroy
Schedule Approved by Department, Agency, or Division Representative. Date: <u>October 20, 2010</u> Signature <u></u> Typed Name <u>George Kaloroumakis</u> Title <u>Director</u>		Schedule Authorized by State Archivist Date <u>25 Feb 2011</u> Signature <u></u>

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>	
1. Department/Agency Wicomico County		2. Division Department of Corrections		3. Unit Home Detention	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Home Detention Series				5. Earliest Year/Latest Year <u>2000</u> to <u>2010</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Offender Contract- rules and regulation requirement for program participant Personal History Information Sheet- used to gather inmates residence, employment and family information Status Report Form- used for informing various agencies of program completion or termination Community Corrections Progress Sheet- record daily activity					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume Number <u>50</u> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After Number <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) Administration Building-second floor D 228-1-Detention Center		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention- 3 years, then destroy			
19. Name and Title of Preparer Michael Hammond-Community Corrections Supervisor		20. Telephone Number 410-548-4818		21. Date October 20, 2010	